

APPROVED

MINUTES
SUN CITY CENTER COMMUNITY ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 8, 2020
VIA ZOOM

DIRECTORS PRESENT

Bob Sullivan, President
Jerry Gibson, Vice President
Dave Birkett, Treasurer

Eric Porr
Kim Roush

Doug Seipelt
Larry Smith

DIRECTORS ABSENT

Ron Matelski, Secretary

OTHERS PRESENT

Lyn Reitz, Community Manager
Carol Donner, Recording Secretary
43 Members

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Sullivan called the meeting to order at 9:00 a.m. All present joined him in the Pledge of Allegiance. A quorum was established with 7 Directors present.

II. APPROVAL OF THE MINUTES

There being no objections or corrections, the minutes of the Board Meeting held on March 11, 2020 were approved as submitted.

III. SECRETARY'S REPORT

Acknowledgements – In the absence of Secretary Matelski, Treasurer Birkett acknowledged the following clubs for their contributions to the CA:

- AAUW - \$50 for the SCC Library
- Art Club - \$400 for chairs in the Art Room
- Aquasizers - \$1,000 toward pool expenses
- Dog Owners Group - \$2,000 toward annual maintenance of the dog park
- Men's Club - \$500 for Audubon Trail Maintenance
- Softball Club - \$2,500 toward annual maintenance of the softball field
- Tennis Association - \$10,000 toward annual maintenance of tennis courts
- Community Foundation of Tampa Bay – from the Durward & Janet Siville Fund - \$7,729 for the SCC Library

Certification of Membership Vote – Treasurer Birkett reported that Secretary Matelski had certified (attached) that a vote was held via proxy on April 28, 2020 to amend Bylaw V to increase the Capital Fund Fee from \$1,800 to \$2,100. The result of the vote was 959 in favor and 480 against. This change will be effective on May 1, 2020.

Certification of Vote for President – Treasurer Birkett reported that Vice President Gibson had certified (attached) that due to the resignation of Sam Sudman, the Board met on July 2, 2020 and elected Bob Sullivan as President.

For the Record:

- An Action without a Meeting (attached) to approve Ray O’Karma as a Judge on the Elections Committee was signed by the Board on April 22, 2020.
- An Action without a Meeting (attached) to approve a resolution regarding attending meetings via remote audio or video means was signed by the Board on April 22, 2020.
- An Action without a Meeting (attached) to appoint Kim Roush to fill the Board Vacancy left by Director Elam was signed by the Board on June 1, 2020.

IV. PRESIDENT’S REPORT

President Sullivan stated that Sam Sudman had resigned for personal reasons as a Director and President on July 1, 2020. He was elected President on July 2, 2020. Because the Election process for the Board begins in August, the Board will not make an appointment to replace Sam’s position. He affirmed that Kim Roush had been appointed by the Board to fill Joe Elam’s term which ends on January 6, 2021. President Sullivan reported that we are still seeing increased issues with Covid19. On the last list provided by Hillsborough County, there were 17 cases in the immediate SCCCA area. With the continued high percentage of cases in and around our community, we will not open any additional rooms for meetings or group gatherings.

V. TREASURER’S REPORT

Treasurer Birkett reported on financials as of June 30, 2020. The Operating Fund had a balance of \$2,975,125 The Capital Fund balance was \$2,047,258. Since January, we have averaged 37.5 home transfers. The Replacement Fund balance was \$1,671,542 and the Renovation Fund had a balance of \$42,730.

VI. MANAGER’S REPORT

Community Manager Lyn Reitz’s report is attached.

VII. STANDING COMMITTEE REPORTS

VIII. SPECIAL PURPOSE COMMITTEE REPORTS

IX. NEW BUSINESS

- 1) Approve resignation of John Bowker as History Society Chairperson and appoint Susan Muise as Chairperson for the remainder of 2020
Vice President Gibson **MOVED** that the Board accept the resignation of John Bowker as History Society Chairperson and appoint Susan Muise to fill that position for the remainder of 2020. **SECOND:** Treasurer Birkett. **VOTE:** Unanimous in favor by voice vote. Motion carried.
- 2) Approve Owner’s Representative to oversee Phase I Long Range Construction Plan
Director Seipelt **MOVED** that the Board approve the contract with Invision Advisors as their Owner’s Representative to oversee Phase I of the Long Range Construction Plan at a cost of \$8,250.00 per month. This will be expensed from Capital Fund Account #64616-000-2. **SECOND:** Treasurer Birkett. **VOTE:** Unanimous in favor by voice vote. Motion carried.

3) Bank Signature Approval

Treasurer Birkett **MOVED** that the Board approve the following signatories for the remainder of 2020 for all banks that the Community Association has accounts with:

Bob Sullivan, President
Jerry Gibson, Vice President
David Birkett, Treasurer
Doug Seipelt, Director

SECOND: Director Smith. **VOTE:** Unanimous in favor by voice vote. Motion carried.

4) Approval of dissociation of clubs

Director Smith **MOVED** that the Board approve the dissociation of the following clubs as affiliated CA clubs since they are no longer using our CA campus:

- Basketball Club
- SCC Tax Club
- Kayak Club
- Bicycle Club
- Hiking Club

SECOND: Vice President Gibson. **VOTE:** Unanimous in favor by voice vote. Motion carried.

5) Approval of dissolution of clubs

Director Smith **MOVED** that the Board approve the dissolution of the following clubs as affiliated Community Association clubs.

- Counter Cross Stitch
- Friends of the History Society
- NIA (Non-impact Aerobics)
- Sunsatons
- Tropical Fish Club


SECOND: Vice President Gibson. **VOTE:** Unanimous in favor by voice vote. Motion carried.

X. ADJOURNMENT

Vice President Gibson **MOVED** the meeting be adjourned. **SECOND:** Treasurer Birkett. **VOTE:** Unanimous in favor by voice vote. The meeting was adjourned at 9:20 a.m.

AUDIENCE PARTICIPATION

The following members addressed the Board via Zoom: Kathy Panzer, Mark Erickson, Debra Klein, Ron Nelson, Melanie Higgins, Manfred Steinbichler, Chip Laffey, and Michael Vilasi.


Dave Birkett, Treasurer
/crd
Attachments (6)



Sun City Center Community Association, Inc.

SECRETARY'S CERTIFICATION
APRIL 28, 2020 – MEMBERSHIP MEETING (Postponed from March 25, 2020)
VOTE ON AMENDMENT TO BYLAW V

I, Ron Matelski, as Corporate Secretary of the Sun City Center Community Association, Inc. hereby certify that I am the duly elected and appointed Secretary and keeper of the records and the corporate seal of the Sun City Center Community Association., a corporation organized and existing under the laws of the State of Florida and that a properly called vote to amend Bylaw V, Dues, Fees and Assessments, Section 9 was held on April 28, 2020 at 4:00 p.m. in the Conference Room via Zoom.

Present in the Board Room was: Lyn Reitz, Community Manager, Carol Donner, Executive Assistant and Recording Secretary, and Brigitt Lewis, Elections Committee Chairperson. There were 1,439 proxies received that were eligible to vote which counted toward the quorum required of 200 members.

The result of the vote to amend Bylaw V, Dues, Fees and Assessments, Section 9 to increase the amount of the Capital Fund Fee from \$1,800.00 to \$2,100.00.

For	959
Against	480

This will go into effect on May 1, 2020.

A copy of the "Official Proxy" is attached as well as the certified proxy results.

IN WITNESS WHEREOF, I have affixed my name as Secretary and caused the corporate seal of said corporation to hereunto be affixed this 30th day of April, 2020.

Ron Matelski
Corporate Secretary



Sun City Center Community Association, Inc.

**OFFICIAL PROXY DESIGNATION
BYLAW AMENDMENT**

Must be received by 3:00 p.m. on March 24, 2020

**Community Association Office
1009 N. Pebble Beach Blvd.
Sun City Center, FL 33573**

PROXY DESIGNATION – Membership Meeting on March 25, 2020
(Proxies will count to establish a Quorum)

I designate my voting proxy on the proposed amendment change as noted below.

CURRENT BYLAW V. Dues, Fees, and Assessments, Section 9

At the time of closing on the sale of a residence within Sun City Center by a buyer who is not an owner of a residence within Sun City Center, or who has not owned a residence in Sun City Center within three (3) years of the date of closing, the Association shall cause to be collected from that buyer a standard/customary Capital Fund Fee in the amount of \$1,800.00. For purpose of collecting that Capital Fund Fee, this Amendment shall take effect January 2, 2017.

AMENDMENT CHANGE:

I am in favor of increasing the amount of the Capital Fund Fee from \$1,800.00 to \$2,100.00 in Bylaw V, Section 9 effective April 1, 2020.

YES _____ NO _____

I, _____, CA Member Number _____
(PRINT YOUR NAME ABOVE)

hereby designate Executive Assistant, Carol Donner, or alternatively, _____,

CA Number _____ to cast my proxy as directed above.

(Signature of Member)

Please submit your signed proxy to the CA Office, if you will not be attending the Membership Meeting on March 25, 2020 at 4:00 p.m. at Community Hall and would like to vote on the proposed bylaw change.



Sun City Center Community Association, Inc.
1009 N. Pebble Beach Blvd.
Sun City Center, FL 33573
813-633-3500

PROXY VOTE AT MEMBERSHIP MEETING

ON APRIL 28, 2020

BYLAW AMENDMENT

BYLAW V. Dues, Fees and Assessments, Section 9

To increase the amount of the Capital Fund Fee from \$1,800.00 to \$2,100.00.

VOTED IN FAVOR 959

VOTED AGAINST 480

This change will become effective May 1, 2020.

I do hereby certify that the above information is true and correct.



Brigitt Lewis
Chairperson
Elections Committee



Ray O'Karma
Judge
Elections Committee

DATE: 4.28-20



Sun City Center Community Association, Inc.

**CERTIFICATION
Election of President**

I, Jerry Gibson, as Vice President of the Sun City Center Community Association, Inc., do hereby certify that a properly called meeting of the Board of Directors for the election of President, due to the resignation of Sam Sudman, was held on July 2, 2020 at 1:30 p.m. in the Board Room.

Bob Sullivan was elected unanimously by the Board of Directors as President until January 6, 2021.

IN WITNESS WHEREOF, I have affixed my name as Vice President and caused the corporate seal of said corporation to hereunto be affixed this 8th day of July, 2020.


Jerry Gibson
Vice Presidents



Sun City Center Community Association, Inc.
1009 N. Pebble Beach Blvd.
Sun City Center, FL 33573
813-633-3500

**ACTION BY WRITTEN CONSENT
IN LIEU OF A MEETING
OF THE BOARD OF DIRECTORS OF
SUN CITY CENTER COMMUNITY ASSOCIATION, INC.**

.....
We, the undersigned, constituting all of the members of the Board of Directors of SUN CITY CENTER COMMUNITY ASSOCIATION, INC., a corporation not for profit, organized and existing under the laws of the State of Florida (the "Corporation"), do hereby take the following action by written consent, pursuant to the provisions of Chapter 617.0821, Sections (1), (2) and (3) of Florida Statutes.

We hereby approve Ray O'Karma as a Judge on the Elections Committee for 2020.

Effective this 22 day of April, 2020.

DIRECTORS:



David Birkett



Doug Seipelt



Jerry Gibson



Larry Smith



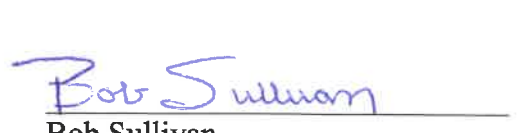
Ron Matelski



Sam Sudman



Eric Porr



Bob Sullivan

Please note that Joe Elam, Director, resigned effective April 20, 2020.



Sun City Center Community Association, Inc.
1009 N. Pebble Beach Blvd.
Sun City Center, FL 33573
813-633-3500

**ACTION BY WRITTEN CONSENT
IN LIEU OF A MEETING
OF THE BOARD OF DIRECTORS OF
SUN CITY CENTER COMMUNITY ASSOCIATION, INC.**

.....
We, the undersigned, constituting all of the members of the Board of Directors of SUN CITY CENTER COMMUNITY ASSOCIATION, INC., a corporation not for profit, organized and existing under the laws of the State of Florida (the "Corporation"), do hereby take the following action by written consent, pursuant to the provisions of Chapter 617.0821, Sections (1), (2) and (3) of Florida Statutes.

We hereby approve attached Board Resolution regarding attending meetings via remote audio or video means.

Effective this 22nd day of April, 2020.

DIRECTORS:



David Birkett




Doug Seipelt




Jerry Gibson



Larry Smith



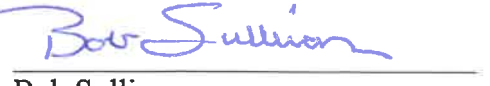
Ron Matelski



Sam Sudman



Eric Porr



Bob Sullivan

Please note that Joe Elam, Director, resigned effective April 20, 2020.

BOARD RESOLUTION

SUN CITY CENTER COMMUNITY ASSOCIATION, INC.

WHEREAS, Section 617.0721(3), Florida Statutes states the following regarding attending meetings via remote audio or video means:

If authorized by the board of directors, and subject to such guidelines and procedures as the board of directors may adopt, members and proxy holders who are not physically present at a meeting may, by means of remote communication:

(a) Participate in the meeting.

(b) Be deemed to be present in person and vote at the meeting if:

1. The corporation implements reasonable means to verify that each person deemed present and authorized to vote by means of remote communication is a member or proxy holder; and

2. The corporation implements reasonable measures to provide such members or proxy holders with a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to communicate and to read or hear the proceedings of the meeting substantially concurrent with the proceedings.

If any member or proxy holder votes or takes other action by means of remote communication, a record of that member's participation in the meeting must be maintained by the corporation in accordance with s. 617.1601; and

WHEREAS, the Board wishes to adopt this Resolution to authorize remote voting at Association meetings and to establish guidelines with respect thereto.

NOW, THEREFORE, it is resolved as follows:

1. The Board hereby authorizes Lot Owner ("Member") participation and voting at Association membership meetings.

2. When video participation is used, physical recognition of the Member by a member of the Board, other Members, or employees or agents of the Association shall be a sufficient verification of identity.

3. When audio participation is used, recognition of the Member's voice or the telephone number or other source of communication from which he or she is communicating shall be a sufficient source of recognition.

4. Members or other persons who are participating remotely as proxy holder for a Lot Owner must submit copies of said proxy or proxies by e-mail to the Management Office at least one hour in advance of the meeting.

5. Lot Owners who have voted by proxy shall be entitled to remotely attend meetings of Members in the same manner as Members who wish to remotely attend in person.

6. The Chair of the meeting shall allow every Lot Owner wishing to speak to an item which will be put to a vote of the Members the opportunity to speak for up to 3 minutes regarding each such item. The Chair may utilize technology that "mutes" Lot Owners when they are not speaking so long as the platform contains a means by which Owners may communicate to the Chair that they wish to be recognized.

7. Owners who have not voted by proxy and who are attending remotely shall be required to vote, if they wish to vote, on each item for which a vote is being taken, by voice vote. Each such vote shall be specifically included in the minutes of the meeting.

8. The Chair of the meeting shall have the discretion to apply this Resolution in any reasonable manner which effectuates the ability of Members to participate remotely, while preserving the ability to conduct an orderly meeting.

9. This Resolution does not require that remote participation be offered for any meeting. The availability and platform for same shall be in discretion of the Board President, or the Board.

There are ^{eight (8)} ~~nine (9)~~ total Board members. The number of Board members who voted in favor of this Resolution is 8. The number of Board members who voted against this Resolution is 0. The vote of each Director is reflected in the minutes of the meeting at which this Resolution was adopted.

SUN CITY CENTER COMMUNITY
ASSOCIATION, INC.

BY: 
Marvin Sudman, President

Date: 4/22/20

(CORPORATE SEAL)



Sun City Center Community Association, Inc.
1009 N. Pebble Beach Blvd.
Sun City Center, FL 33573
813-633-3500

**ACTION BY WRITTEN CONSENT
IN LIEU OF A MEETING
OF THE BOARD OF DIRECTORS OF
SUN CITY CENTER COMMUNITY ASSOCIATION, INC.**

.....
We, the undersigned, constituting all of the members of the Board of Directors of SUN CITY CENTER COMMUNITY ASSOCIATION, INC., a corporation not for profit, organized and existing under the laws of the State of Florida (the "Corporation"), do hereby take the following action by written consent, pursuant to the provisions of Chapter 617.0821, Sections (1), (2) and (3) of Florida Statutes.

We hereby appoint Kim Roush to fill the Board Vacancy left by Director Joe Elam effective immediately. Her term will expire on January 6, 2021.

Effective this 1st day of June, 2020.

DIRECTORS:



David Birkett



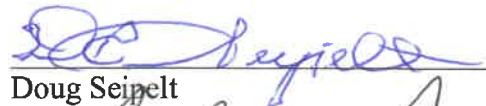
Jerry Gibson



Ron Matelski




Eric Porr




Doug Seipelt



Larry Smith



Sam Sudman



Bob Sullivan

Sun City Center Community Association

Board of Director's Meeting

July 8, 2020 from Lyn Reitz, Community Manager

We are finishing up the lap pool, continuing to clean and sanitize facilities and working on projects throughout the South and Central Campus's. We are starting to work on the 2021 budget and planning to move forward with the Phase I construction of the Long-Range Planning Committee. I want to thank our members for adhering to the Board's safety guidelines during this Covid-19 health crisis and feel we are the better for it throughout the community. Everyone please stay safe and, in this heat, stay hydrated.

Email Blast Distribution List --- As a reminder, if you would like to get the What's New CA Email Blasts please stop by the office and fill out a request form or send an email requesting to be added to sccboard@suncitycenter.org. It is a great way to stay on top of CA information.

Resident Count --- As of June 30th, total residents were 11,409 and total membership dues were 11,450. We track the residents and vacancies separately to have a true accounting for our records and budgeting processes.